

FLYER

**058A-71
August 16, 1995**

TO: Chief, HRM

Subj: Retirement System Coverage Reviews

As you are aware, determining an employee's retirement system coverage is an important and sometimes complex task. The rules for determining an individual's coverage are contained in Chapter 10 of the Civil Service Retirement System and Federal Employees Retirement System Handbook, formerly Federal Personnel Manual Supplement 830-1.

In 1991, HRM staff began a retirement system coverage review of the Official Personnel Folders (OPF) of employees who entered on duty 1/1/84 or later, and who had a Service Computation Date of 1/1/84 or before. Please see PAID Interim Issue 004-91-2, dated 10/1/91. In order to assist HRM offices in the review, 3 VA Forms were developed. These forms were required for the special review, as well as for future determinations. The forms are listed below:

VA Form 5-2176a, Determination of Retirement Coverage for First Hires

VA Form 5-2176b, Determination of Retirement Coverage for Transfers and Conversions

VA Form 5-2176c, Determination of Retirement Coverage for Rehires

As a result of your efforts, the number of retirement coverage errors significantly declined after the review. The purpose of this notice is to request your assistance in ensuring that your staff continues to use the listed VA Forms and place the appropriate completed form in the employee's OPF (left side). The Forms are available from the VA Forms and Publications Depot. The information contained in the PAID Interim Issue is as useful today for HRM offices as it was in 1991 and 1992. It contains all the information you need to determine an employee's retirement system coverage. If you need a copy of the Interim Issue, please check with your payroll office or call one of the individuals listed below.

Questions about this Flyer may be directed to Rod Meader at (202) 565-8588, Barbara Wright at (202) 565-8586, or Bruce Ducharme at (202) 565-8591.

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